



OFFICE OF THE SHERIFF
Lake County, Illinois

MARK C. CURRAN, JR.
SHERIFF
RAYMOND J. ROSE
UNDERSHERIFF

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EVICTION PROCEDURES

1. The first step on an eviction procedure is to obtain two copies of a Landlord/Tenant notice. These can be obtained from your local library or on the internet. Fill out each notice identically. Give one copy to the tenant, keep one for yourself. Please contact the Circuit Clerk (847-377-3380) to obtain the requirements for a proper service, as the Sheriff's Office does not serve these papers. After the time period has elapsed, notarize your copy and bring it to the Circuit Clerk's Office to file for eviction.
2. Bring the original summons and complaint to the Sheriff's Office for service. We accept cash or check only. Please call the Civil Process Division at 847-377-4400 or view our Fee Schedule online to obtain the service fee. We require the original summons with the court seal, one summons and one complaint for each person to be served. Please be aware that serving unknown occupants is a separate service that we recommend. We also require a minimum of two (2) weeks to attempt service, so please be aware of your court date before leaving the Circuit Clerk's Office.
3. After service is attempted, the affidavits of service will be returned to the Circuit Clerk's Office to be put in the file for your court date. The Deputy's affidavit will let you know if the papers were served or not. You can call our office to check the status on service, **please have your case number** available when calling.
4. Your next step will be provided by the Judge. A Forcible Entry and Detainer Order, gives the Sheriff the authority to turn possession of the property back to you. Once the Judge issues an Order for Possession, you will need to obtain a certified copy on the next business day. Bring the certified order plus one copy, and the Eviction Request form to the Sheriff's Office to schedule an eviction date. Evictions are scheduled on a first come, first serve, and first available date. There is a fee that must be paid at the time of scheduling.
5. The Deputy will arrive at the scheduled time and is only there to enforce the order. He does not move belongings or kick the door in. Your responsibility is to be at the site at the designated time with a minimum of 3 capable movers, and be prepared to open and change the locks. All items in the property will be removed while the Deputy is present. The items will be placed on the curb or other suitable place determined by the Deputy after their arrival at the eviction. It is your responsibility to provide tarps to cover the items in inclement weather. **All items must remain on the premises for 24 hours.** After the 24 hour period has passed, it is your responsibility to dispose of the items according to the city ordinance of the eviction location. For personal property located outside it is the responsibility of the landlord/owner to inform the Deputy for removal.

The bills will be sent to the party/parties specified on the Eviction Request Form within one (1) week of the eviction. Please remit payment as soon as possible.

If you have questions regarding any legal obligations or rights, please contact an attorney.